

REGIONAL DISTRICT OF NANAIMO

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING
WEDNESDAY, FEBRUARY 15, 2017
7:00 PM**

(Cedar Heritage Centre)

A G E N D A

PAGES

CALL TO ORDER

ELECTION OF DEPUTY CHAIR

DELEGATIONS/GUESTS

SFN Sport Court Update and Discussion

D. White II, Snuneymuxw First Nations Council

M. Robinson, Manager, Snuneymuxw Recreation & Wellness Centre

Motion to receive late delegations

MINUTES

3-6 Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held November 16st, 2016

Motion to adopt the Minutes

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

7-11 K. St. Cyr –Cedar Community Secondary School to H. King, RDN **RE: RDN/VIHA Grant Collaboration**

12-13 H. Sarchuk, North Cedar Improvement District to W. Marshall, RDN **RE: Cedar Plaza Planting and Irrigation.**

REPORTS

14-22 Parks Update Report -Fall 2016

Cedar Plaza Update (verbal)

Cedar Skate Park Update (verbal)

Cedar Heritage Centre Update (verbal)

23-32 Recognition Information

Motion to receive Reports

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Island Heath Grant

Grants/Subcommittee

33-35 2017 Budget Update – EA 'A' Parks, Recreation & Culture

Recreation Facilities Association of BC – Parksville, BC May 8th-11th

BC Recreation and Parks Association Symposium – Kelowna, BC April 5th -7th

COMMISSIONER ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

April 19th, 2017
Cedar Heritage Centre

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, NOVEMBER 16, 2016
7:00PM**

(Cedar United Church)

Attendance: Alec McPherson, RDN Director, Chair
Jim Fiddick
Graham Gidden
Andrew Thornton
John O'Connor
Patti Grand

Staff: Hannah King, Superintendent of Recreation Program Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Angela Davies
Bernard White
Kerri-Lynne Wilson

CALL TO ORDER

Chair McPherson called the meeting to order at 7:05pm.

DELEGATIONS/PRESENTATION

None

MINUTES

MOVED Commissioner O'Connor, SECONDED Commissioner Grand that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 21, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Roadside Trails

Chair McPherson suggested, due to the inclement weather, that the Commission wait until the spring to visit possible roadside trails in the area.

Commissioner Fiddick provided photos of the fallen timber left in Ivor/Glynneath Park after the hazard tree work was completed. He expressed concern that the trees might be left on the ground as they significantly impact the usage of the park. The photos illustrate the volume of wood and the trees blocking much of the park. He requested the RDN look into the possibility of salvaging and selling the wood with the proceeds going back into the Electoral Area 'A' Community Parks budget. Ms. McCulloch will speak with Ms. Marshall and M. Dobbs to discuss any options that might be available.

Cedar Heritage Centre Agreement

MOVED Commissioner O'Connor, SECONDED Commissioner Gidden that the Lease and Site License Agreement with Cedar School and Community Enhancement Society (CSES) be extended for a two year term (January 1, 2017- December 31, 2018)

CARRIED

COMMUNICATIONS/CORRESPONDENCE

None

REPORTS

Monthly Update of Regional and Community Parks and Trail Projects – September 2016 (Handout)

Ms. McCulloch updated the Commission on the EA parks information, noting that construction of the Cedar Plaza Kiosk will begin at the end of November with completion by the end of the year. She has not heard back from the North Cedar Improvement District regarding the RDN's request for a water connection to Cedar Plaza.

Ms. McCulloch provided photos of the new rock stairs at the Shasta Road beach access installed by the developer of the home beside the access. The stairs comply with the conditions of the Development Permit with Variance and are to the satisfaction of the RDN Parks Manager. Ms. McCulloch asked the Commission if this access is one they would like to prioritize as a beach access for signage. If so, a railing would need to be installed on the stairs. This item is not currently in the 2017 budget.

Commissioner Fiddick provided some photos of the Shasta Road foreshore revetment and voiced his concerns about its encroachment onto the beach. Director McPherson advised that professionals oversaw all the works as per the Development Permit with Variance. Commissioner Fiddick noted that he also noticed that this property owner was damming the stream and redirecting the flow down the trail. He will email Ms. McCulloch some photos and she will contact MOTI to inquire about the damming.

Subdivision Application No. PL2016-134 Cash-in-lieu of Parkland

MOVED Commissioner Fiddick, SECONDED Commissioner Gidden that five percent (5%) cash-in-lieu of parkland dedication in conjunction with Subdivision Application No. PL2016-134, be accepted.

Driftwood Stairs Update – (Verbal)

Ms. McCulloch gave the Commission an update of the Driftwood Stairs project plan and budget. The next step will be to go to public consultation. Ms. McCulloch suggests having an open house at the beach access so attendees can discuss the area's needs on site. Commissioners are encouraged to attend.

MOVED Commissioner O'Connor, SECONDED Commissioner Grand that staff move forward to the public consultation phase of the development of the Driftwood Rd. Beach Access.

CARRIED

Cedar Heritage Centre Update (Verbal)

Ms. King gave an update of the Cedar Heritage Centre, noting as part of the building maintenance, new blinds had been purchased.

Ms. King told the Commission of a request from the CSES board to convert the middle room in the centre that is now used for storage/office space to a display area for heritage items. She gave an idea of what it could look like. Staff has asked CSES to bring a plan to staff for January and then it can be determined where the funding would come from.

MOVED Commissioner Grand, SECONDED Commissioner O'Connor that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NONE

NEW BUSINESS

Island Health Grant

Ms. King told the Commission about the Island Health Grant that the RDN received in the amount of \$154,933, of which \$7,290 is allocated to Electoral Area 'A' for funding for community wellness.

The Commission discussed different possible uses for the funds and the groups that could use it to its best benefit. Ms. King gave examples of how the funds are being used in other areas.

MOVED Commissioner Grand, SECONDED Commissioner Thornton that staff liaise with School District staff and Cedar School and Community Enhancement Society to get their ideas as how to use the Island Health Grant money best and bring it back to the Electoral Area A Parks Recreation and Culture Commission at the next meeting.

CARRIED

COMMISSIONER ROUND TABLE

Commissioners provided community updates to the Committee.

Commissioner O'Connor voiced his disappointment in the lack of applicants for the last Grant in Aid period. He mentioned a Performance Recognition Program he read about in another area and thought it would be a good thing for Area 'A'.

MOVED Commissioner Gidden, SECONDED Commissioner O'Connor that staff come forward with Performance/Volunteer Recognition templates to the next Electoral Area A Parks Recreation and Culture commission meeting for discussion.

CARRIED

IN CAMERA

MOVED Commissioner Gidden, SECONDED Commissioner O'Connor that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

Time: 8:50

ADJOURNMENT

MOVED Commissioner Gidden, SECONDED Commissioner O'Connor that the meeting be adjourned at 9:05pm.

CARRIED

Chair



CEDAR COMMUNITY SECONDARY SCHOOL

School District No.68
1640 MacMillan Road
Nanaimo, BC V9X1L9
Tel: (250) 722-2414
Fax: (250) 722-3516

January 18, 2017

Dear Hannah King

Thank you for approaching me with the possible opportunity in collaborating with RDN/VIHA and School District 68 Community School programs for Area A. Briefly, as a community school coordinator, my role is to provide resources, and low cost programming that directly affect children youth and their families. I work in three schools, Cedar Community Secondary School, Cedar Elementary and North Oyster Elementary.

Research has shown that programs combining behavior change, physical activity and healthy eating with support for families are more likely to produce long-lasting health benefits. I have outlined some of my programs that are in existence as well as some projects/programs that I am trying to get started that I believe will fit the criteria and mandate of both the RDN Recreation and Culture and Vancouver Island Health Authority. I have chosen three programs under my umbrella of Health and Wellness Programming. I have outlined the programs briefly with the proposal of where I would spend the grant money to give you a better understanding of the cost breakdown for the particular grant money that VIHA has given to the RDN

Farm to School Program

Proposal: To purchase 3 Tower Gardens one with circular grow lights. These tower gardens are highly efficient aeroponic growing systems, which allows you to grow massive amounts of produce in a tiny amount of space in about half the time of traditional soil, based agriculture, using just a fraction of the water and soil. It is efficient, eco-friendly and cost effective. It is UV-stabilized, food grade plastic. The produce grown will augment a weekly salad bar. We are connecting with our local farmers and buying directly from them at fair market prices. Students will learn about hydroponics and growing fresh vegetables and herbs to integrate with the cafeteria program, science classes, and entrepreneurship classes. See quote and photo attached. **Cost: \$2775.00**

Background: The Community Schools' vision is to increase students' access to healthy, local foods in their school meal programs as well as increase students' knowledge of where and how local foods are grown and harvested in the community. Our goal is to build on existing and expansion of food programs to ensure students have access to healthy, nutritious, locally grown foods. The key proponents are

1. A weekly salad bar service within our schools (partners with Food share, community schools and local farmers)...in place presently
2. Establish direct connection with farmers to procure fresh foods and fair market prices. (win-win) ie connection with blueberry farm, egg farm, herb farm and local greenhouse and compost farm

3. The school will participate in a food growing projects ie grow tower-all year growing
4. Expansion of program: Once the program has been successful, it will expand to other community schools. (Update) grow boxes are being made by community members for CEDAR ELEMENTARY.

Weight room

Proposal: to purchase hand weights, shelf and a bench- **Cost: \$2394.08** Spin bike **Cost: \$1443.75**
See attached quotes. **Total Cost \$ 3839.00**

Background: With the closing of Cedar High school three years ago, our weight room was dismantled and all equipment dispersed. We are unable to get any of it back and are expected to come up with the funds ourselves. We are now in the position of trying to get another weight room/fitness area in place. We have a number of fundraising activities already happening, however, we would like to get this started ASAP even if it is with minimal equipment and add as we go. The students REALLY are in need of a weight room not only to augment our PE program but also for it being a good outlet for aggression, stress, depression etc. In the past the weight room also held a number of before and after school community school programs such as Girls Fitness, Adult Boot camp, boys fitness, Boys to Men Program.. Another good example would be the smoking Cessation program- students can access this as a break activity while working on quitting smoking. . Weight rooms are great additions to any health and wellness programs put forth in the community.

Smoking Cessation Program

Proposal: Smoking Cessation Program -costs to cover honorarium/wages for a qualified smoking cessation counsellor to come in once a week for 6 weeks, supplies and ongoing activities for the room...i.e weight room, activities such as adult colouring books, arts and crafts, jewelry making etc. (things that involve concentration and using hands and fitness) **Cost: \$500.00**

Background: I have been approached by a group of teens who were asking about getting help to quit smoking. They wanted to set up a room that had activities they could do instead of going out to the edge of the school parking lot during breaks to light up. We are working on a games room/mindful meditation activities but I also wanted to run six week Smoking Cessation Program in this room during school time to support those teens who wish to stop smoking. This is also to be available to the community at large. Perhaps an evening program for youth and adults.

Thank you once again for this opportunity in providing our community with Health and Wellness Programs. Please feel free to contact me if you have further questions or you have some other ideas that would be appropriate for the needs of our Area A community.

Sincerely,

Karen St.Cyr - Community School Coordinator South Zone 2
250-722-2414 ext 249 kstcyr@sd68.bc.ca

Aloyd Fitness Equipment Ltd.

101-6560 North Island Hwy.
 Nanaimo, B.C., V9V 1K8
 Ph. 250-390-1200
 Fax 250-390-1297

Estimate

Date	Estimate #
12/01/2017	5575

Name / Address
SD#68 395 Wakesiah Ave. Nanaimo, BC, V9R 3K6 ph. 250-754-5521 fax 250-753-0641

Rep	Project
GAR	

Description	Qty	Rate	Total
Inspire IC2 Spin Bike	1	1,549.99	1,549.99
Discount		-349.99	-349.99
Delivery	1	95.00	95.00
rpeffers@sd68.bc.ca			
GST On Sales		5.00%	64.75
PST On Sales		7.00%	84.00
Total			\$1,443.75

Phone #	Fax #	E-mail	Web Site
250-390-1200	250-390-1297	aloydfitness@shaw.ca	www.aloyd.com

GST/HST No. 868808759

Aloyd Fitness Equipment Ltd.

101-6560 North Island Hwy.
 Nanaimo, B.C., V9V 1K8
 Ph. 250-390-1200
 Fax 250-390-1297

Estimate

Date	Estimate #
12/01/2017	5574

Name / Address
SD#68 395 Wakesiah Ave. Nanaimo, BC, V9R 3K6 ph. 250-754-5521 fax 250-753-0641

Rep	Project
GAR	

Description	Qty	Rate	Total
Bodysolid GDR60 - 62" 2-Tier Dumbbell Rack	1	395.00	395.00
Bodysolid GDRT6 - Optional Third Tier for GDR60 Dumbbell Rack	1	115.00	115.00
Bodysolid SFID325 Commercial Adjustable Bench	1	720.00	720.00
Rubber Hex Dumbbell 5lb	2	10.00	20.00
Rubber Hex Dumbbell 8lb	2	16.00	32.00
Rubber Hex Dumbbell 10lb	2	20.00	40.00
Rubber Hex Dumbbell 12lb	2	24.00	48.00
Rubber Hex Dumbbell 15lb	2	30.00	60.00
Rubber Hex Dumbbell 20lb	2	40.00	80.00
Rubber Hex Dumbbell 25lb	2	50.00	100.00
Rubber Hex Dumbbell 30lb	2	60.00	120.00
Rubber Hex Dumbbell 35lb	2	70.00	140.00
Rubber Hex Dumbbell 40lb	2	80.00	160.00
Rubber Hex Dumbbell 45lb	2	90.00	180.00
Rubber Hex Dumbbell 50lb	2	100.00	200.00
Subtotal			2,410.00
15% Discount		-15.00%	-361.50
Delivery rpeffers@sd68.bc.ca	1	95.00	95.00
GST On Sales		5.00%	107.18
PST On Sales		7.00%	143.40
Total			\$2,394.08

Phone #	Fax #	E-mail	Web Site
250-390-1200	250-390-1297	aloydfitness@shaw.ca	www.aloyd.com



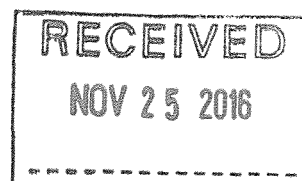
North Cedar Improvement District

2100 Yellow Point Road, PO Box 210

Cedar, BC V9X 1W1

Phone (250) 722-3711 • Fax (250) 722-3252 • Email: info@ncid.bc.ca

November 21, 2016



Regional District of Nanaimo Recreation and Parks Dept.
Ocean Side Place
Attention: Wendy Marshall, Manager of Parks Services
830 West Island Highway
Parksville, BC V9P 2X4

Dear Ms. Marshall:

RE: Cedar Plaza Planting and Irrigation

Your letter dated September 9, 2016, which was received on October 3, 2016 was presented to the Trustees at their Development Committee Meeting on October 12th, and reconsidered at their Board meeting on November 10th.

I have been directed to advise in order to receive a water service connection the Board would require the Regional District of Nanaimo to build a washroom facility for the public. This facility would need to be connected to the existing sewer system. The RDN must also pay all pertinent fees as per district bylaws, this includes the districts Capital Expenditure Charges then the RDN can have the water connection as requested. The Regional District of Nanaimo would be invoiced quarterly for water and would be required to pay one base rate as well as the cubic meter charge.

Please advise if you wish to proceed and complete the attached water service connection form.

Yours truly,

A handwritten signature in cursive script that reads "Heather Sarchuk".

Heather Sarchuk
Administrator

:hs

North Cedar Improvement District

2100 Yellow Point Road, PO Box 210

Cedar, BC V9X 1W1

Phone (250) 722-3711 • Fax (250) 722-3252 • Email: info@ncid.bc.ca

NEW SERVICE APPLICATION FOR WATER SERVICE

(Please complete and return to our office)

PROPERTY DESCRIPTION: Lot _____ Section _____
Range _____ Plan _____ District _____

STREET ADDRESS: _____

REGISTERED OWNER: _____

MAILING ADDRESS: _____

TELEPHONE: _____ **EMAIL:** _____

DATE SERVICE IS REQUESTED TO BEGIN: _____

DATE: _____

APPLICANT'S SIGNATURE: _____

THE APPLICANT AGREES TO PAY ALL COSTS INCURRED FOR THE INSTALLATION OF THE WATER SERVICE. A DEPOSIT OF \$875.00 IS TO BE MADE BEFORE WORK COMMENCES, IF COSTS EXCEED THIS AMOUNT THE REGISTERED OWNER IS RESPONSIBLE FOR THESE ADDITIONAL COSTS. IF COST IS LESS THE DISTRICT WILL REFUND THE BALANCE AS SOON AS PRACTICAL. (Only applicable if service not installed)

APPLICANT'S SIGNATURE: _____

Folio # _____	
<u>FOR OFFICE USE ONLY</u>	
Parcel Tax Account: _____	Water Tolls Account: _____
Connection Fee/CEC: _____	Updated: WT _____ PT _____
Meter Make: _____	Check Valve Installed: _____
Meter Number: _____	Installed: _____
I.D. Number: _____	Turned On: _____
Meter Size: ¾ inch _____ 1 inch _____ 2inch _____	
Meter Location: _____	

TO: Parks Committees and Commissions **MEETING:** January 2017

FROM: Wendy Marshall
Manager of Parks Services **FILE:**

SUBJECT: Parks Update Report

RECOMMENDATION

That the parks update for October, November and December 2016 be received as information.

SUMMARY

Planning and Capital Projects – Key Highlights

E & N Open – On December 23, the E&N Coombs to Parksville Rail Trail opened for use. This follows almost 3 years of planning and construction. Due to the weather, there are some items to be completed in the spring including rail crossings, paved aprons, crossing beacons and signage. The trail has proved very popular in the first few weeks and staff expect to see use increase as the weather improves. The grand opening is being planned for late April or early May.

Moorecroft Regional Park Buildings – Demolition and removal of the Caretaker house and Kennedy Hall are complete. Archeological monitoring during the Kennedy Hall revealed no significant findings. A Field Representative from Nanoose First Nation was in attendance along with the RDN's Archeological Consultant during the demo. The project is complete with final inspection approvals on file.

Beachcomber Management Plan – Staff have been working on the first management plan for the park and held an open house for the plan in December. Approximately 30 people responded to a public survey providing comments on current use of the park and ideas for improvements. The plan will be wrapped up this spring.

Tipple Kiosk – The construction of the Tipple Kiosk in the Cedar Plaza adjacent to the Morden Colliery Regional Trail is now underway. Project construction includes the installation of two wood structures (for seating and information signage), plaza pavers and landscaping. Construction will be completed by March 2017.

Meadow Drive Picnic Shelter – The construction of the Meadow Drive Park picnic shelter is now complete. The structure is 22'x16' in area and two picnic tables will be added to the shelter in the next few weeks.

Oak Leaf Community Park Development – The new park was designed and developed by parks staff using in-house resources. Work included the removal or modification of hazard trees, parking lot expansion, trail development, split rail fencing, and the installation of a concrete vault toilet and bear proof garbage receptacle. Further parking lot improvements are still underway and parks signs will be installed this spring.

Blueback Drive Community Park Development – Construction on the final phase of development continued into the fall until deteriorating weather conditions forced a break in activity. Surface and subsurface water flows on this site have been very challenging, resulting in a great deal of drainage mitigation work. Improvements to date include a rock retaining wall, gravel paths, cedar change house for divers/swimmers, toilet surround and waste receptacle. Temporary sedimentation controls are in place over the winter along with a monitoring program and work is expected to resume in early spring.

Operations – Key Highlights

Horne Lake Regional Park - Staff took advantage of unusual low water levels to inspect the engineered boat launch repairs carried out in 2015. No further evidence of undermining or scour was observed.

Nanaimo River Regional Park - BC Coastal Wildfire crew pruned a Ministry of Forest Douglas Fir experimental site within the Park for forest fire fuel reduction purposes. These well planned and supervised efforts provide training opportunities for BCWF crews at no cost to the RDN.

Gabriola Island - Parks and Utilities staff met on site with a VIHA Health Officer at both Descanso Bay Regional Park and Rollo McClay Community Park to conduct an annual water system compliance inspection. Subsequent receipt of the inspection report showed both systems to be in compliance with Provincial standards.

Coats Marsh Regional Park - Staff investigated the unauthorized removal of two large fir trees from Coats Marsh Regional Park. Ongoing work continues involving The Nature Trust of BC, Bylaws Dept., and RCMP towards a restitution agreement with an adjacent landowner who mistakenly removed the trees adjacent the property boundary.

Cox Community Park - A volunteer work party made significant improvements to winter trail conditions, and will be assisting staff with the installation of two log benches fabricated at the Parks shop. A new park ID sign was laid out on-site and ordered, and will be installed in January.

Descanso Bay Regional Park – Staff provided assistance and monitoring of the campground following the untimely loss of the Campground Operator. An RFP will be issued for a replacement Operator.

Parks Maintenance Contracts – The draft RFP has been created for landscape maintenance service in Community Parks, and following review is anticipated to be issued early February. This RFP should amalgamate several smaller contracts and ensure that future services are delivered to a higher standard.

Top Bridge Road Widening – Engineering review, tender and MOTI permits are in place. Site work anticipated to start in the fall was temporarily put on hold due to weather. Work will commence by March and prior to the seasonal opening of the lower parking lot.

All Community Parks - Regulatory signage has been replaced with new park identification signage throughout the entire RDN Community Parks inventory.

Service Calls -

- Hazard Trees - This season staff had a high number of hazard tree complaints, requiring investigation and the removal of several hazard trees at various park sites.
- Water Issues - Several calls were received regarding water issues, relating to drainage problems.

- Dogs off leash and aggressive dog behavior - Animal Control services are currently patrolling Moorecroft, Englishman River and Nanaimo Regional Parks to have a presence at the sites and hopefully reduce these occurrences.
- Complaints for Moorecroft Regional Park include illegal camping, beach fires, shellfish harvesting, removing wood branches and salal from the park.
- Other service calls included; illegal dumping of garbage, garden waste and animal carcasses.

Park Statistics

Year	Site	Aug	Sep	Oct	Nov	Dec	ADT	Days with data
2016	Witchcraft at trail marker #1	3,688	3,400	2,393	2,564	4,098	104.566	143
	Witchcraft at trail marker #10	2,972	2,538	1,068	777	516	48.336	143

Witchcraft at marker #1 is by the parking lot and would capture both hikers going up the mountain and people just visiting the lake. Marker #10 is on the Witchcraft Regional Trail which would only catch hikers. Please note numbers will have to be divided by two assuming the hikers went up and down the same way.

Permits

- A park use permit was issued to the Oceanside Community Arts Council for use of the Sunnybeach Water Access (Area H) in the launch of the Tidal Treasures tourism program. Staff worked with program proponents to resolve subsequent waterfront landowner concerns with trespass and environmental degradation here and at other beach sites being promoted by the program.
- The Corcan-Meadowood Residents’ Association was issued a park use permit to hold their annual Hallowe’en Spectacular at Meadowood Community Park (Area F).
- Nanoose Bay Elementary School began another school year of permitted use at Moorecroft Regional Park for outdoor K/1/2 classes.
- The Mount Arrowsmith Biosphere Region invited the public to help identify ten Amazing Places in the Biosphere, and Top Bridge was selected for this special list. A park use permit was issued to VIU to film at Top Bridge and to erect permanent signage about this amazing place on the side of the existing RDN kiosk at the Top Bridge Crossing suspension bridge.



Wendy Marshall
 wmarshall@rdn.bc.ca
 February 6, 2017

Reviewed by:

- T. Osborne, General Manager of Recreation and Parks

Attachments

1. Parks Work Plan - Jan 2017

Parks Work Plan January 2017 Update

PARK PROJECTS AND REQUESTS								
Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
A	15-569	2016-002	Beach Accesses	Driftwood Beach Access stair design	2016		Completed	
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access stair consultation and design	2017	2017 Q2	Not started	Planned for Spring 2017
A		2018-001	Beach Accesses	Driftwood Beach Access stairs construction	2018		Not started	Planned for 2018
A	15-568	2016-001	Cedar Plaza	Tipple construction	2016	2017 Q1	Delayed	Construction has started but is delayed due to weather.
A	15-568	2017-001	Cedar Plaza	Sign boards for the Tipple Structure	2017	2017 Q1	Not started	Planned for Spring 2017
A	Staff	2017-003	Skatepark	Concrete headwalls	2017	2017 Q3	Not started	Planned for Summer 2017
B	16-348	2017-006	707	Signs review and update	2017	2017 Q4	Not Started	Fall of 2017
B	15-565	2016-005	Cox	Entry sign installation	2016	2017 Q1	Underway	Sign is ordered and will be installed in the coming weeks
B	15-565	2016-006	Cox	Bench installation	2016	2017 Q1	Underway	Benches to be installed in next few weeks
B	Staff	2017-008	Decourcey stairs	Rebuild Beach Access stairs	2017	2017 Q3	Not started	Planned for the summer of 2017
B	16-677	2016-008	Development	Density transfer/subdivision review and comment	2016	TBD	Underway	Report done for board and response sent to Islands Trust (IT). Now with IT.
B	Grant	2017-004	Huxley	Playground design and install	2017	2017 Q4	Not started	Timeline for project will be determined once the outcome of the grant applications is known.
B	15-438	2017-005	Huxley	Sport Court upgrades	2017	2017 Q4	Not started	Timeline for project will be determined in once
B	15-369	2016-003	Huxley	Skate Park detail design	2016	2017 Q1	Underway	RFP has been awarded
B	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2017	2017 Q3	Not started	Planned for the summer of 2017
B	Staff	2017-010	Malspina Galleries	Trail work/garbage can install	2017	2017 Q3	Not started	Planned for the summer of 2017
B	16-346	2016-007	McCollum Road Cash in Lieu	Work with Developer for processing the Cash in Lieu	2016	TBD	Underway	Waiting for developer to received his PLA and final approval.
B	15-089	2017-007	Rollo	Dog Park design - work with community group	2017	2017 Q4	Not started	Planned for Fall of 2017
B	Posac	2016-004	Strand Boat Launch	Repair	2016		Completed	
B	Posac	2016-007	Whalebone	Various upgrades	2016	2017 Q3	Delayed	Work to continue throughout 2017
B-CWrks	Board	2015-001	Village Way Path	Design/MOTI approval	2015	2017 Q1	Underway	Plan redesigned per MOTI response in 2016 and the new design presented to MOTI. MOTI approved moving forward to the permitting stage. Costing will be done and the next steps discussed with the Area Director.
B-CWrks		2017-011	Village Way Path	Construction	2017	2017 Q4	Not started	To be determined once costing is obtained and direction provided by Area Director.

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
C EW/PV	Posac	2018-003	Andres Dorrit	Information sign design and install	2018		Not started	Planned for 2018
C EW/PV	Posac	2018-004	Andres Dorrit	Detailed design	2018		Not started	Planned for 2018
C Ext	Staff	2016-017	Park Improvements	General			Not started	TBD
C Ext - CWrks		2018-002	Extension School	Agreement/Reno	2018		Not started	Planned for 2018
E	16-197	2016-009	Claudet	Utilities lot transfer	2016	TBD	Underway	Information was provided to Water Services. Water Services is working on the transfer.
E	Posac	2018-005	Trail Project	TBD	2018		Not started	Planned for 2018
E-CWrks	Board	2015-002	Blueback	Construction	2015	2017 Q2	Delayed	Work continued through the fall with the
E-CWrks	Posac	2106-011	Claudet	Final development	2016		Completed	
E-CWrks	16-564	2016-010	Oakleaf	Development as per plan	2016	2017 Q1	Underway	Phase 1 complete except for bench and signage. Signage is awaiting confirmed name for the park.
F	Posac	2017-012	ACT Trails	Land Agreement for trail development	2017	2017 Q1	Underway	Land agreement underway.
F	Posac	2018-009	ACT Trails	Trail development	2018		Not started	Planned for 2018
F	Posac	2018-006	Errington	Playground design	2018		Not started	Planned for 2018
F	Staff	2018-007	Errington	Operator Agreement	2018		Not started	Planned for 2018
F	Staff	2017-013	Meadowood	Parking lot improvements	2017	2017 Q3	Not started	Planned for summer of 2017.
F-CWrks	Posac	2019-001	Errington Playground	Construction	2019		Not started	Planned for 2019
G	Staff	2017-015	Boulton	Replace playground borders	2017	2017 Q3	Not started	Planned for summer of 2017.
G	Posac	2018-010	River's Edge Plan	Playground design	2018		Not started	Planned for 2018
G	16-619	2017-014	Stanhope Trail	Planning, construction	2017	2017 Q4	Underway	Detailed design of an asphalt paved connector trail from the end of Wally's Way to Ackerman Rd is complete, including drainage works, bollards, signs, fence and planting. Construction could occur following approval to proceed.
G-CWrks	Posac	2019-002	French Creek Paths/Trails	TBD	2019		Not started	Planned for 2019
G-CWrks	16-059	2016-012	Little Qualicum Hall	Assessment and report on condition of the building	2016	2017 Q1	Underway	Report being prepared for the March Area G POSAC meeting
G-CWrks		2018-011	Little Qualicum Hall	Carry out action from report	2018		Not started	Planned for 2018
H	16-281	2016-017	Beach Accesses	Assess sites and install signs at sites identified by the POSAC	2016	2017 Q1	Not started	Project to start in coming weeks
H		2017-016	Dunsmuir	Detail design	2017	2017 Q4	Not started	Planned for summer of 2017.
H		2018-012	Dunsmuir	Phase I construction	2018		Not started	Planned for 2018

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H	Board	2014-582	Grant - Lighthouse Community Centre Society	Blding upgrades as identified by the LCCS -Installment 4	2017	2017 Q2	Not started	Report for 2016 spending received. Funds for 2017 will be released once budget is approved and funding requests received from the LCCS.
H	Staff	2016-013	Lions Park	Operator Agreement	2016	2017 Q1	Underway	Meeting held mid-January with the Lions Club to review the Club's short and long-term interests, and a new tenure arrangement. A draft transition document will be tabled for discussion at a late March meeting with the Lions.
H	Posac	2019-003	Oakdowne	Licence on other crown parcels surrounding the park	2019		Not started	Planned for 2019
H	Other	2016-014	Roadside Trails	OPC planning - work with Planning Department on their process	2016	2017 Q1	Underway	Response was provided on the draft of the Active Transportation plan.
H	Staff	2017-017	Thompson-clark	Stair repair	2017	2017 Q3	Not started	Planned for summer of 2017.
H	Other	2016-015	Trails Initiative	Community Trails - GIS work and signs	2016	TBD	Underway	Signs installed at Hatchery. GIS captured trail data. Signs to be installed.
H	Posac	2018-013	Wildwood	Kiosk development and install - split with Regional	2018		Not started	Planned for 2018
H-CWrks	Other	2020-001	Area H Roadside Trails	Work with MOTI on any development of trails along the road.	2020		Not started	Timing will depend on the Active Transportation Plan currently under development.
Other - Comm	Other	2018-014	Bike Network Plan	Develop plans	2018		Not started	Planned for 2018
Other - Comm	Operational		Development	Subdivision/parkland - review, comments and POSAC input			On Going	Ongoing as required through planning
Other - Comm	16-616	2016-018	Park Signage	Remove old and install simple signage	2016	2017 Q1	Underway	All most all signs removed and replaced with park name signs
REG	Staff	2017-019	Ammonite Falls Trail	Bridge studies	2017	2017 Q4	Not started	Work planned for the summer of 2017.
REG	Staff	2018-020	Arboretum	Kiosk upgrade -design new sign with volunteers and install	2018		Not started	Planned for 2018
REG	Operational	2016-028	Beachcomber	Management Plan development	2016	2017 Q2	Underway	First round public consultation completed. Draft plan being written.
REG	Mngmnt Plan	2018-019	Benson Creek Falls	Kiosk	2018		Not started	Planned for 2018
REG	16-668	2017-049	Benson Creek Falls	Parking - monitor and communicate with residents	2017	2017 Q4	Underway	Continue to monitor Creekside parking lot with Footprints Security beginning in March.
REG	16-669	2017-048	Benson Creek Falls	Parking feasibility study and design - Weigles entrance	2017	TBD	Not started	Will begin with survey of area and preliminary design of parking lot in 2017

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	16-649	2017-038	Coats Marsh	Bat study	2017	2017 Q1	Not started	Consultant will be hired in the coming weeks.
REG		2017-037	Coats Marsh	Caretaker role	2017	2017 Q4	Not started	Will work with lawyer throughout 2017.
REG	Operational	2017-028	Descanso	Operator Agreement	2017	2017 Q3	Underway	A new request for service will be issued by the end of mid February.
REG	Staff	2017-027	Descanso	Tractor purchase	2017	TBD	Not started	TBD with new operator
REG	Staff	2018-018	Descanso	Septic field studies	2018		Not started	Planned for 2018
REG	Staff	2017-029	Englishman River	Geo technical study of the bank above the road	2017	2017 Q2	Not started	Work planned for the spring of 2017.
REG	Staff	2017-030	Englishman River	Repair road to Top Bridge	2017	2017 Q3	Not started	Work planned for summer of 2017.
REG	Other		Fairwinds	Development - PDA		TBD	Not started	To be determined once development applications submitted through planning.
REG	Staff	2017-026	Horne Lake	Accessible toilets install	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	Staff	2017-025	Horne Lake	Park upgrades	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	16-767	2017-024	Horne Lake Heritage Trail	Historic designation	2017	2020	Not started	
REG	16-766	2017-023	Horne Lake Regional Trail	Planning	2016	2018 Q2	Underway	Planning grant application submitted to Rural Dividends Program late October 2016 with
REG		2020-003	Horne Lake Regional Trail	Construction	2019	2020	Not started	Construction planned to begin in 2019.
REG	Mngmnt Plan	2017-021	La Selva	Construction	2017	2017 Q2	Not started	Can begin following Board approval.
REG	Mngmnt Plan	2016-025	Moorecroft	Agreement - La Selva entry	2016	2017 Q1	Underway	A report is ready for Board approval of the agreement between the Strata and RDN Parks to permit public pedestrian access into Moorecroft Regional Park from the end of La Selva Place.
REG	16-480	2016-026	Moorecroft	Planning with First Nations	2016	2017 Q4	Underway	Staff, Management and Area Director met on site in the Park with NFN Council members and staff to revisit the idea of a First Nations cultural building in the park. Ongoing correspondence to occur during 2017 and a plan will be created for the development zone.
REG	Staff	2017-040	Moorecroft	Vault toilet install	2017	TBD	Not started	Location and type of toilet to be determined through planning for the development zone.
REG	Mngmnt Plan	2018-021	Moorecroft	Picnic shelter design/tender	2018		Not started	Will occur in 2018 following Moorecroft planning process with stakeholders to refine amenity needs and locations.
REG	16-126	2016-024	Mount Benson	Race Event - work with event holders	2016	2017 Q1	Underway	Met with interest groups in early October. Have been awaiting park use permit application since then. Have not heard back from email reminder sent in mid-December.
REG	16-666	2017-036	Mount Benson	Parking solution	2017	TBD	Underway	Staff investigating parking improvements for Board Consideration.

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Mngmnt Plan	2017-034	Naniamo River	Install benches	2017	2017 Q2	Not started	To start in the coming weeks.
REG	Mngmnt Plan	2017-033	Naniamo River	Interpretive signs design and install	2017	2017 Q3	Underway	Design of six interpretive signs complete. Installation to follow.
REG	Staff	2017-020	TCT	Timberlands Road trail head development	2016	2017 Q4	Underway	Planning grant application submitted to the Rural Dividends Program Q4 2016, with results expected by end of Q1 2017.
REG	Other	2019-004	Top Bridge	Reroute trail and parking lot in City of Parksville	2019		Not started	Planned for 2019. Timing depends on the City of Parksville
REG	Posac	2018-017	Wildwood/LHRT	Kiosk development and installtion - split with H	2018		Not started	Planned for 2018
REG CAP	16-670	2017-031	Benson Creek Falls	Stair design, bridge design	2017	TBD	Not started	To occur following Geo-tech study.
REG CAP	16-670	2017-032	Benson Creek Falls	Geo technical study of the slope for stair and bridge development	2017	TBD	Not started	To occur following final confirmation of lease renewal with Province.
REG CAP	Board	2016-022	E&N	Construction	2016	2017 Q2	Underway	The trail opened for use in December. The remaining items will be completed by April.
REG CAP	Board	2017-022	E&N	Amenities and signs install	2017	2017 Q3	Underway	Staff assessing use and planning and developing amenities accordingly.
REG CAP	15-201	2017-035	Little Qualicum	Bridge upgrades	2017	2017 Q4	Underway	Enviromental Consultant proposals received. Work to continue through 2017 with construction in late summer.
REG CAP	16-479	2016-027	Moorecroft	Building removals	2016		Completed	
REG CAP	Mngmnt Plan	2017-041	Moorecroft	Washroom -detailed design and construction	2017	TBD	Not started	Type of washroom and location to be determined through planning process for the development zone.
REG CAP	Board	2014-001	Morden Colliery	Lease upgrade	2014	TBD	Underway	Waiting to for processing update from Province.
REG CAP	16-124,14-755,14-754	2017-047	Morden Colliery	Bridge and trail design and tender	2017	2018 Q2	Underway	Project delayed because of ALC development application process.
REG - Other	Other	2016-019	Amazing Places/Top Trails	With VI Tourism	2016	2017 Q4	Underway	Top Bridge made the list as top ten. Launch event planned for March 30 at the Parksville Civic Centre. Signage to come.
REG - Other	Staff	2017-018	Brochure	Design/print	2017	2017 Q4	Not started	Planned for Fall of 2017

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	16-654, 16-678	2016-020	Marine Trail	Partnership agreement	2016	2017 Q4	Underway	Draft partnership agreement received mid-January.
REG - Other	Operational		Operator agreements	Monitor			Ongoing	Ongoing
REG - Other	Other	2018-016	Park Zoning	With Planning Department	2018		Not started	Planned for 2018
REG - Other	Operational	2020-002	Parks Warden Program	Redesign the program. Work with existing volunteers	TBD		On Hold	On hold until staff time is available
REG - Other	Operational		Partnerships	Meetings and on-going communication with partners			Ongoing	Ongoing
REG - Other	Operational	2017-042	RPT Plan	Develop RFP. Work with consultant on plan development	2017	2018 Q4	Not started	RFP to be prepared during summer for Board report in the fall of 2017.
REG - Other	Operational	2018-015	Trail Counters	Expand program	2018		Not started	Planned for 2018
Other	Operational	2016-031	2017 Budget	Create	2016	2017 Q1	Underway	The preliminary 2017 budget is completed. During January, the budget will be amended based on the actual surplus and any changes requested by the Area Directors.
Other			Acquisitions	Assessment and report			Underway	Several properties under consideration.
Other	Operational		Budget and Workplans	Ongoing monitoring			On Going	Ongoing
Other	Staff	2019-006	Bylaw 1399	Update existing bylaw	2019		Not started	Planned for 2019
Other	Operational	2017-045	Call and Work Tracking	Install system and train staff	2017	2017 Q2	Not started	Program will be ordered once the budget is approved.
Other	Staff	2019-005	Donation Program	Create program	2019		Not started	Planned for 2019
Other	Operational		GIS and Mapping	Ongoing mapping			On going	Ongoing
Other	Operational	2016-030	Maintenance Contracts	A, Ext, EW, E, F, H, E&N, VW	2016	2017 Q1	Underway	Draft RFP being written, review planned mid Jan, with RFP issued beginning of Feb
Other	Operational	2017-046	Park Maintenance Plans	Create plans for parks	2017	2017 Q4	Underway	Co-inciding with RFP for developed C.P's
Other	Operational		Park Stats	Ongoing updates			On Going	Ongoing
Other	Operational	2018-022	Purchasing System	Create system for purchase	2018		Not started	Planned for 2018
Other	Operational	2017-044	Risk Management	Update Inspection Program	2017	2017 Q4	Underway	Work will be carried out throughout 2017.
Other	Operational	2016-032	SharePoint system	Create and upload old files	2016	2020	Underway	Staff continue to move files from the old files to the new system
Other	Operational	2017-039	Staffing	Hire new Parks Planner	2017	2017 Q2	Not started	Position to be posted shortly.
Other	Operational	2017-043	Worksafe BC	Update program	2017	2017 Q4	Underway	Work will be carried out throughout 2017.

Summary of recognition programs samples provided

Community & Program Name: District 69 RDN- Performance

Recognition <http://www.rdn.bc.ca/cms.asp?wpID=2286>

Focus of award: Sports & Cultural excellence

Notes:

- Awarded 2x annually
- Gold medalists in recognized sport at a provincial, inter provincial, national or international championship
- Gold medalist or highest standing in a visual or performing arts in a provincial, inter provincial, national or international completion
- Amateurs only
- Presented by D69 Commission- gift certificate and certificate

Community & Program Name: Saanich, Arts, Culture & Heritage

Awards <http://www.saanich.ca/assets/Parks~Recreation~and~Culture/2016%20ACH%20Award%20brochure-RevC.pdf>

Focus: Arts, Culture and Heritage contributions

Notes:

- Award frequency based on number of applicants
- Contributions to the achievement of Saanich strategic goals related to arts, culture and heritage
- Significances of contributions and their impact on the community
- Leadership and/or service over a significant period of time or level of involvement
- Categories include: unsung hero, cultural steward, the art of business, next gen, individual lifetime achievement award

Community & Program Name: District of Sooke, Outstanding

Volunteers <http://sooke.ca/districtnews/nominate-an-outstanding-volunteer/>

Focus of award: Community Volunteerism

Notes:

- Nominations may be submitted by non-profit organization or public institution, a group of no less than three individuals unrelated to the nominee
- Nominations are not competitive with each other
- Must have volunteered over a period of no less than 10 years
- Bi annual basis

Community & Program Name: City of Kelowna, Civic & Community

Awards <https://www.kelowna.ca/our-community/news-events/civic-community-awards>

Focus: Arts, Citizenship & Sports

Notes:

- A number of awards in each category i.e. Teen Honour in the Arts, Honour in the Arts, Young Female Volunteer, Young Male Volunteer of the Year, Sport Coaching, Athlete of year female/male
- Annually
- Committee selection, comprised of a selection of community members including City Council members, and nonprofit societies

Community & Program Name: City of Nanaimo, Cultural & Heritage Awards and Civic sport/culture <http://www.nanaimo.ca/>

Focus: Athletic and Cultural performance and contribution to local culture and the arts

Notes:

- Two award areas managed by different departments
- Different ceremonies held
- Only open to residents of City of Nanaimo
- Committee selects Culture & Heritage Award
- PRC reviews Civic Merit Awards for Sports/Arts
- Certificates given
- Cultural Award winners receive photo portrait

*Confirmed that the Town of Ladysmith does not currently operate a recognition program



Performance Recognition Program
Nomination Form

Nominee's Name _____

Address _____

Postal Code _____ Telephone _____

Email _____

Sport or artistic endeavour _____

Name of club/association represented _____

Circle the appropriate level of competition/championship/arts festival:

Provincial Inter-Provincial National International

Name of competition/championship/arts festival _____

Place/rank/standing achieved _____

Date of competition/championship/arts festival _____

Nominated by _____ Signature _____

Address _____

Postal Code _____ Telephone _____

Email _____

Date Submitted _____



2016 SAANICH ARTS, CULTURE AND HERITAGE AWARDS

**Nominate
Today**

SAANICH ARTS, CULTURE AND HERITAGE AWARDS

Recognizing outstanding contributions made by individuals and organizations in the arts, culture and heritage fields in our community

**Deadline for submission:
4pm Friday, October 14, 2016**

For more information, visit:

saanich.ca/arts

**Arts, Culture and Heritage Awards
Legislative Services**

770 Vernon Avenue V8X 2W7
t. 250-475-5422 f. 250-475-5411

Arts, culture and heritage enrich and enhance our municipality. The Saanich Arts, Culture and Heritage Advisory Committee (ACH) recognizes and celebrates outstanding contributions made to the cultural environment of Saanich by individuals, groups or organizations. Show your appreciation by nominating an individual or group for one of the following award categories.



Anne Alice Girling- Saanich Archives

AWARD CATEGORIES

UNsung HERO: INDIVIDUAL

Honours individuals who have made a significant contribution to arts, culture or heritage. Through leadership and/or effort, the impact they have made to the cultural fabric of Saanich is important, ground breaking and has come from a place of service to the community.

CULTURAL STEWARD: ORGANIZATION

Presented to organizations or groups that have been actively involved in promoting and nurturing arts, culture or heritage for several years in Saanich. Through their stewardship, they have increased public awareness and have made a positive impact on community quality of life.

THE ART OF BUSINESS: SUPPORTER

Recognizes businesses or individuals that have supported the sustainability of arts, culture or heritage in our community. Those nominated demonstrate excellence in raising awareness and support for arts, culture or heritage through financial, in-kind or voluntary investment.

NEXT GEN: YOUTH

Acknowledges an individual or group under the age of 24 who has demonstrated strong commitment to arts, culture or heritage in Saanich. Through volunteering, acting as a role model or leader, or demonstrating exceptional accomplishment, they are making a difference in our community now and for the future.

INDIVIDUAL LIFETIME ACHIEVEMENT AWARD

At the ACH Committee's discretion, a special Individual Lifetime Achievement Award may be presented to acknowledge exemplary contributions by an individual in arts, culture or heritage.



Eligibility

Saanich Arts, Culture and Heritage Awards recognize individuals and organizations making outstanding contributions to the cultural environment of Saanich. Anyone living, working or participating in Saanich is eligible for recognition. While awards are not limited to residents and organizations based in Saanich, they must be based in the Greater Victoria region and their contributions must have outcomes that have made an impact on Saanich. Current members of the ACH Committee, Saanich staff and Council are not eligible to receive awards.

Selection Process & Criteria

Nominations are reviewed by the ACH Advisory Committee and evaluated according to the following criteria:

- contributions to the achievement of Saanich strategic goals related to arts, culture and heritage
- significance of contributions and their impact on the community
- leadership and/or service over a significant period of time (sustained effort) or level of involvement (magnitude of effort)

Awards will be granted at least once per Municipal Council term. Awards will only be granted in each category when eligible applications are received. They are presented by Mayor and Council on behalf of the ACH Committee at an informal reception with Council, ACH Committee members, Awards recipients and their guests.

Recipients will receive an award of recognition and their name and award will be publicized.

Summary of Achievement

Please describe in 400 words or less why your nominee deserves to receive a Saanich Arts, Culture and Heritage Award. Ensure that your summary outlines how the nominee's efforts and achievements fulfill the award criteria as defined in this brochure. Include your Summary of Achievement with your nomination package.

Letters of support and documentation materials are also encouraged. These materials play an important role in helping to assess the strength of your nomination. Please attach all supporting information and your summary to your completed and signed nomination form.

Nomination Process

To nominate an individual, organization, group or business for an award, please complete a Nomination Form and submit with supporting documentation (Summary of Achievement, letters of support, etc. -up to 4 pages maximum) to:

Arts, Culture and Heritage Awards
Legislative Services

770 Vernon Avenue V8X 2W7
Phone: 250-475-1775 Fax: 250-475-5411
Email: clerksec@saanich.ca
Hours of Operation:
8:30am – 4:30pm

Deadline for submission:
4pm Friday, October 14, 2016

Nomination Form

Who Are You Nominating?

Name _____

Address _____

City/Prov _____

Postal Code _____

Phone _____

Email _____

Category _____

Who Are You?

Name _____

Address _____

City/Prov _____

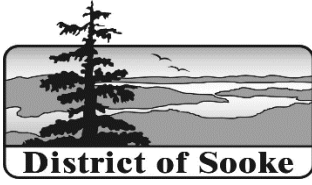
Postal Code _____

Phone _____

Email _____

Signature: _____

*Note: you may be contacted by staff or ACH Committee as part of the award process.



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634
email: info@sooke.ca

Fax: (250) 642-0541
website: www.sooke.ca

The Establishment of an Ongoing Permanent Roster Recognizing Outstanding Volunteers of the Sooke Region

Part A – Nomination Information

The District of Sooke recognizes that volunteerism has played a major role throughout the history of the area in the betterment of the community in a great variety of ways. The District chose 2001, the *International Year of the Volunteer*, to initiate a program recognizing long-time volunteers who have made significant contributions of benefit to Sooke and/or the surrounding region. This program is now ongoing on bi-annual basis.

Nominations – may be submitted by

- a) Non-profit organizations or public institutions.
- b) A group of not less than three individuals unrelated to the nominee.

Number of nominations – there is no limit on the number of nominations which may be submitted by nominators. Nominations are not competitive with one another.

Deadline date – for receipt of nominations is **November 30th**, bi-annually.

Basic Criteria – the nominee has made significant volunteer contributions over a period of time not less than ten years.

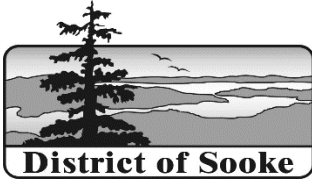
Boundaries – refers to the area included within East Sooke, the District of Sooke, and as far west as Port Renfrew.

Residency – it is not necessary that the individual nominated be a resident within the boundaries at the time of nomination.

Posthumous – in recognition that more than a century of volunteerism has already helped to create the community as we know it, residents are encouraged to submit nominations for those now deceased who have made major contributions to the betterment of the region.

Process – names submitted will be entered into an adjudication process undertaken by a committee appointed to work at arm's length from Council. Decisions will be finalized in December each year.

Recognition – of the nominees selected by the adjudication committee will take place early in the year bi-annually, with a reception hosted by the District of Sooke and the Community. Photographs and profiles of the individuals' history as volunteers will be placed into a Permanent Exhibit within the District of Sooke Municipal Hall.



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634
email: info@.sooke.ca

Fax: (250) 642-0541
website: www.sooke.ca

The Establishment of an Ongoing Permanent Roster Recognizing Outstanding Volunteers of the Sooke Region

Part B – Nomination Form **To be completed and submitted to address** **below with a photo of the individual nominated**

Please Print:

Name of individual nominated:

Mailing and street address of individual nominated:

Nominated by (organization or names of three nominators) :

Name, phone, address, for contact person for this nomination:

Please summarize the volunteer work which has led to this individual's nomination:

The District of Sooke wishes to extend its appreciation to those submitting nominations and thereby assisting in the success of this program. It is particularly important that the Adjudication Committee be provided with sufficient information on which to base its decisions in the process.

Please describe the impact made on the community / region by this individual's volunteer endeavours, noting and describing the individual's varied fields of effort and endeavour and **confirming** that the volunteer work was undertaken for a minimum of ten years. **Please include** such supporting materials on accompanying sheets, together with this nomination form.

To be adjudicated, please deliver or mail nomination submissions to:

The Coordinator, Volunteer Recognition Program,
District of Sooke, 2205 Otter Point Road, Sooke, B.C. V9Z 1J2.

For general inquiries, please phone 250-642-1634.

File No. 0330-20

ATTACHMENT 4

[← News & events](#)

Civic & Community Awards

Search site...

RELATED: [Contact](#) [Documents](#)

42ND ANNUAL *Civic & Community* AWARDS GALA

Kelowna's Civic and Community Awards recognize outstanding contributions and achievements in our community each year. The 42nd Annual Awards night will be held Wednesday, May 10, at the Kelowna Community Theatre and will recognize individuals, businesses and organizations for their contributions in 2016.

Nominations will be accepted until Friday, February 17th, 2017.

[ONLINE NOMINATION FORM](#)

Award categories and nomination forms

- + [Honour in the Arts Awards](#)
- + [Citizens of the Year Awards](#)
- + [Sports Awards](#) 30
- + [Volunteer Organization of the Year Award](#)

[City calendar](#)[News](#)[Publications](#)[Freedom of the City Award](#)[Civic & Community Awards](#)[Civic & Community Awards online nomination form](#)[Anita Tozer Memorial Award - bestowed by Mayor & Council](#)[Augie Ciancone Memorial Award - Female](#)[Augie Ciancone Memorial Award - Male](#)[Bob Giordano Memorial Award](#)[Bryan Couling Memorial Athletic Team of the Year Award](#)[Central Okanagan Foundation Volunteer Organization of the Year Award](#)[Champion for the Environment Award](#)[Corporate Community of the Year Award](#)[Female Athlete of the Year Award](#)[Fred Macklin Memorial Award - Man of the Year](#)[Honour in the Arts Award](#)[Male Athlete of the Year Award](#)[Sarah Donalds Treadgold Memorial Award - Woman of the Year](#)[Teen Honour in the Arts Awards](#)[Young Female Volunteer of the Year Award](#)[Young Male Volunteer of the Year Award](#)



NOMINATION FORM

CITY OF NANAIMO CULTURE AND HERITAGE AWARDS

Name of Individual / Organization (Recipient)					
Home Ph.		Mobile Ph.		Email	
Address			City		Postal
Award Category (select one)	<input type="checkbox"/> Excellence in Culture <input type="checkbox"/> Honour in Culture		<input type="checkbox"/> Emerging Cultural Leader <input type="checkbox"/> John Thomson Heritage Memorial Award		
Name of Contact Person (Nominator)					
Home Ph.		Mobile Ph.		Email	
Address			City		Postal
___ will the person or organization (recipient) be available to attend the awards ceremony in April 2017? ___ will the person or organization (recipient) be available upon request for photo and video shoot? ___ will you (nominator) be available to communicate with event organizers and assist in gathering nominator information?					
Persons supporting this nomination (please provide a minimum of two)					
<i>(print name)</i>			<i>(signature)</i>		
1.				Phone	
2.				Phone	
3.				Phone	
4.				Phone	
5.				Phone	
6.				Phone	
Please attach all pertinent information / documentation that would support this nomination and assist the Review Committee in making its decision (a description of their background of up to 300 words, letters of support, etc.). For additional information please contact Chris Barfoot, 250-755-7522.					
<u>Please submit completed nomination forms to:</u>					
By Mail: c/o Culture & Heritage Department Culture and Heritage Awards 455 Wallace Street, Nanaimo, BC V9R 5J6			In Person: c/o Culture and Heritage Department Service & Resource Centre 411 Dunsmuir Street, Nanaimo, BC		
By Email: cultureandheritage@nanaimo.ca					
Deadline for nominations is 2016-NOV-15 at 4:30 pm.					

ABOUT THE CITY OF NANAIMO'S CULTURE AND HERITAGE AWARDS

The City of Nanaimo's Culture and Heritage Commission recognizes outstanding organizations, groups or individuals in the arts, culture & heritage fields in Nanaimo. The public is invited to nominate organizations or individuals for the following award categories. This is your opportunity to recognize people and groups you believe have made a significant contribution to making Nanaimo a culturally vibrant city.

- **Excellence in Culture**

This award is presented to an organization or individual that has achieved regional and/or national recognition in the field of arts and must be recognized as a "Nanaimo Artist," demonstrated excellence in their field, and as being a significant inspiration to others. Past recipients of this award include music teacher Brian Stovel, internationally acclaimed jazz pianist/singer Diana Krall, author/historian Lynne Bowen, Carole Martyn, Kirkwood Academy of the Performing Arts, Pat Coleman, international jazz musician and guitar instructor for the award winning VIU Music Department, Grant Leier and Nixie Barton, Barton & Leier Gallery, and Susan Juby, Creative Writing Department at VIU.

- **Honour in Culture**

This award is presented to an individual, group or corporation that is known for their dedication and support of the development of Nanaimo's cultural sector. Past recipients of this award include literary arts supporter Thora Howell, The Nanaimo Theatre Group, Arts Alive Summer School of the Fine Arts, arts advocate Sandra Thomson, Ian Niamath, award winning architect and president of the Nanaimo Art Gallery Board, Arlene Blundell from the Nanaimo Theatre Group, and Debbie Trueman, Manager of the Nanaimo Museum.

- **Emerging Cultural Leader**

This award recognizes up-and-coming, Nanaimo-based cultural leaders. This award targets individuals under 30 years of age who have contributed significantly to the cultural life in Nanaimo. The recipient must be recognized by their peers and the community as a whole, to have given distinguished service in arts and culture and / or have been recognized for excellence in an arts or cultural field. Past recipients include Shayd Johnson, Amanda Scott, and Alyssa Glassford in 2016.

- **John Thomson Heritage Memorial**

This award was created in 1994 to honour individuals who demonstrate outstanding heritage service and dedication to the community. Past recipients of the award include Catherine Gisborne (1994), Elizabeth Norcross (1996), Daphne Paterson (2001), Pamela Mar (2003), David Spearing (2004), Clarence Karr (2005), Gino Sedola (2007), Parker Williams (2009), John Cass (2011) and Jill Stannard (2013).

Award nominations are reviewed by the Nanaimo Culture & Heritage Commission, with recommendations being made to City Council. Recipients are recognized at a celebration at the Port Theatre in April, 2017.

Please submit completed nomination forms to:

By Mail:

c/o Culture & Heritage Department
Culture and Heritage Awards
455 Wallace Street, Nanaimo, BC V9R 5J6

In Person:

c/o Culture and Heritage Department
Service & Resource Centre
411 Dunsmuir Street, Nanaimo, BC

By Email:

cultureandheritage@nanaimo.ca

Deadline for nominations is 2016-NOV-15 at 4:30 pm.

TO: Tom Osborne
General Manager Recreation and Parks

DATE: February 8, 2017

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: 2017 BUDGET HIGHLIGHTS - ELECTORAL AREA 'A' RECREATION AND CULTURE SERVICES

Tax Requisition

Department Name	2016 Actual	2017 Revised	Change Over 2016
EA 'A' Recreation Services	188,171	198,816	5.7%

Surplus and Transfers To Reserve

- I. 2016 budgeted year end surplus \$114,172
- II. 2016 year end surplus \$188,238
- III. 2017 projected year end surplus \$86,674
- IV. Projected 2017 year end reserves \$541,486
- V. 2016/2017 contribution to reserves \$65,000 / \$175,000

Revenues none
Debt none

Significant Operating Items

- I. Service delivery model may be reviewed by EA 'A' PRC Commission and Board
- II. No increase in operational expenses for Canada 150 Celebrations
- III. \$300,000 Community Works Funding to SFN for sport court

Significant Operating Items – Southern Community Recreation Services

- I. Tax requisition estimate of \$389,885 from EA 'A' to City of Nanaimo based on usage of facilities (\$334,882) and sports fields (\$55,000) by EA 'A' residents.

Staff Changes

None

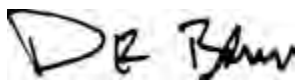
Professional Fees

- I. Recreation Services Asset Inventory \$15,000
- II. Recreation Facility Review and Design \$40,000

Capital

- I. Computers \$100

Respectfully submitted,



Dean Banman
Manager of Recreation Services

TO: Tom Osborne
General Manager, Recreation and Parks

DATE: Feb 8, 2017

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: 2017 budget highlights – Community Parks EA - A

Tax Requisition

Department Name	2016 Actual	2017 Forecast	2017 Adjusted	Change over 2016
Community Parks EA A	186,000	188,490	198,490	6.7%

Surplus for 2016:

Budgeted 7,415 **Actual** 54,345

Budget Highlights

Capital Projects:

- Driftwood stairs – \$35,000. Project is on the 2018 work plan

Professional Fees:

There is \$5,000 in legal fees and \$5,000 for detailed design for the Driftwood stairs.

Development Costs:

- Cedar Plaza, sign boards – \$5,000
- Cedar Skate Park headwalls and culvert – \$4,000

Maintenance:

There is \$29,000 for general maintenance including maintenance contracts.

Transfer to Reserve:

There is \$20,000 transfer to reserves for 2017. The reserve fund balance is \$322,200.

Transfer to Other Organization:

There is \$12,000 to the D68 School District for the Cedar Skate Park.

Cash in Lieu Account:

Account balance is \$364,944.

Community Works Funds:

- Morden Colliery Bridge